

NOTE TO FILE TOOL

Purpose: The Note to File Tool helps investigators formally document the evidence-gathering process and key information collected during the investigation. For example, if a site visit is conducted during an investigation, a note to file should be made detailing information about the site visit and any evidence gathered.

How to use this tool: When a Note to File is made during an investigation, investigators should include key, detailed information on the site visit and any evidence gathered. Investigators must document the date and case number; details on the reason for the note; who was present (including the names of investigators and any individuals external to the investigators); their contact information; and the location. Additional information on the Note to File can be found in sections 3.2.1.2 and 3.2.2 of the *Sexual Exploitation, Abuse and Harassment (SEAH) Investigation Guide*.

Definition of key components

- **Reason for the note:** This section includes details on why the note is being made, any information related to the note, and reference numbers for these items of information.
- **Individuals involved, title, and organisation:** This section should include the names, titles, and organisation of any individuals, other than investigators, who were involved with or present while the evidence was gathered or the site visit was conducted.

Case number:	123456789	Date:	18 February 2022
Reason for note:	<p>Investigators conducted a site visit where the incident occurred to have the reporter walk through the incident with the investigators and to gather additional evidence.</p> <p>Attached as an MP4 video file is the walk-through of the incident, narrated by the reporter. LMN9EV3</p> <p>Attached as photographic evidence are food distribution records for the past three distributions. LMN9EV4, LMN9EV5, LMN9EV6</p>		
Investigator(s):	<p>Kamran Bee, Lead Investigator Amanda Lee, Co-investigator</p>		
Individuals involved, title, and organization:	<p>Steffan See, Distribution Manager for ThriveBridge NGO Ronald Zee, Driver for ThriveBridge NGO</p>		
Contact information:	<p>Steffan See, 999-88-8888, steffan@thrivebridgenngo.org Ronald Zee, 999-99-9999, ronald@thrivebridgenngo.org</p>		
Location	<p>LMN Village, Distribution Site 9</p>		